

Sam Houston State University Human Resources

Staff Classification Description – Charter School - Paraprofessional

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4CS01 (C2)

Grade: 1

Date: 01/2017

Department: Charter School

Educational & Experience Requirement: High School graduate or G.E.D. equivalent. Experience in a related field preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists, supports, and works closely with teachers, administrators, and other team members in providing educational benefits for the students of the Sam Houston State University Charter School.

Supervision Given & Received: Works under close supervision and may supervise student assistants.

Primary Responsibilities: Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities. Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff. Alerts the certified staff to any problem or special information about an individual student. Performs assigned supervision of students during lunch periods, play periods, and on field trips. Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines. When requested, serves as a resource person to the General Education Intervention Team. Demonstrates ethical behavior and confidentiality of information about students in school environment and community. Participates in in-service training programs as approved. Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties. Performs other related duties as assigned.

Other Specifications: Must be able to perform a variety of tasks, often changing quickly from one task to another without loss of efficiency or composure.

The Sam Houston State University Charter School sites are located in the Greater Houston area.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.